**A logo with black and orange letters

Description automatically generatedInternational Microorganism Day 2024 Events Proposal Form**

1. **Title of the Event:**
2. **Proposed Date and Time:**
3. **Location of the Event:**
4. **Organizer(s) Information**
   1. **Name:**
   2. **Email:**
   3. **Phone number:**
   4. **Social Media Accounts:**
5. **Event Description**
   1. **Summary:**
   2. **Objective:**
   3. **Target audience:**
   4. **Expected number of participants:**
   5. **Format (e.g., seminar, workshop, conference, etc.):**
   6. **Speakers or Facilitators:**
   7. **Schedule:**
6. **Budget and Resources**
   1. **Estimated budget:**
   2. **Sponsorship (if any):**
   3. **Resources needed (e.g., projector, sound system, IMD merchandise etc.):**
7. **Promotion and Marketing**
   1. **Strategies to promote the event:**
   2. **Marketing materials (e.g., flyers, posters, etc.):**
8. **Evaluation (we will ask you for a follow-up report but keep in mind)**
   1. **How will the success of the event be evaluated?**
   2. **Will participants be asked to provide feedback?**
   3. **Will there be follow-up activities after the event?**
   4. **How many people attended the event?**

**Ideas for activities and topics are available on the IMD Website:**

* [**Media Resources**](https://www.internationalmicroorganismday.org/media-resources)
* [**Education Resources**](https://www.internationalmicroorganismday.org/education-resources)
* [**Past Events Gallery**](https://www.internationalmicroorganismday.org/gallery)
* [**IMD Blog**](https://www.internationalmicroorganismday.org/blog-1)